



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 604.4

Job Title: **SENIOR ASSISTANT CITY ATTORNEY IV**

Pay Grade: 35

GENERAL SUMMARY:

Directs many widely varied, nonstandard complex legal services that require extensive planning of legal strategy on issues of great significance to the city.

RESPONSIBILITIES:

- Assigns, monitors and reviews the work of subordinate attorneys, legal assistants and other staff; answers their questions and provides legal advice.
- Directs trial preparation for lawsuits involving complex legal issues, negotiation of high dollar transactions or controversial issues; acts as lead counsel.
- Directs and performs research on highly complex legal issues; drafts contracts, pleadings, legislation, and related documents.
- Oversees preparation of notices of appeal, motions for new trials, briefs of evidence and related documents.
- Advises City Council and department officials on highly complex legal issues; monitors drafting of ordinances and resolutions for Council consideration.
- Assists in supervising preparation of proposed legislative acts; reviews opinions written by Assistant City Attorneys.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Doctor of Jurisprudence degree from an American Bar Association accredited college of law.

EXPERIENCE:

Seven years of experience in practicing general civil law or specialized municipal law are required.

License: Must be a member of the Texas State Bar.

COMPLEXITY:

Work is very nonstandardized and widely varied, involving many complex and significant variables. Analytic ability and inductive thinking are required in extensively adapting policies, procedures and methods to fit unusual or complex situations.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work could lead to major costs and problems, and could significantly affect short-term results of the City. Work is typically performed under general direction with policy direction provided. The incumbent participates in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as an Assistant Director or the equivalent. This position is typically over the Managers and reports to the Deputy Director and has a very significant level of input concerning personnel actions such as hiring, terminations and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as an Assistant Director or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Department Heads/Directors. Interaction requires expert skills in persuasion, influence and motivation of personnel at the highest level. Issues are complex and require diplomacy and negotiation; e.g., controversial operating relationships, final decision-making and problem-solving discussion regarding City objectives and goals.

External Contacts:

Level of external contact is primarily with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. Interaction requires negotiation and persuasion on matters of a sensitive and controversial nature. Issues involve the making of major decisions and require diplomacy and resourcefulness in communicating outcomes.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Legal Intern
Assistant City Attorney I
Assistant City Attorney II
Assistant City Attorney III
Senior Assistant City Attorney I
Senior Assistant City Attorney II
Senior Assistant City Attorney III
Senior Assistant City Attorney IV OR Senior Assistant City Attorney Division Chief
First Assistant City Attorney
Deputy City Attorney

Effective: October 1990

Revised: June 1995